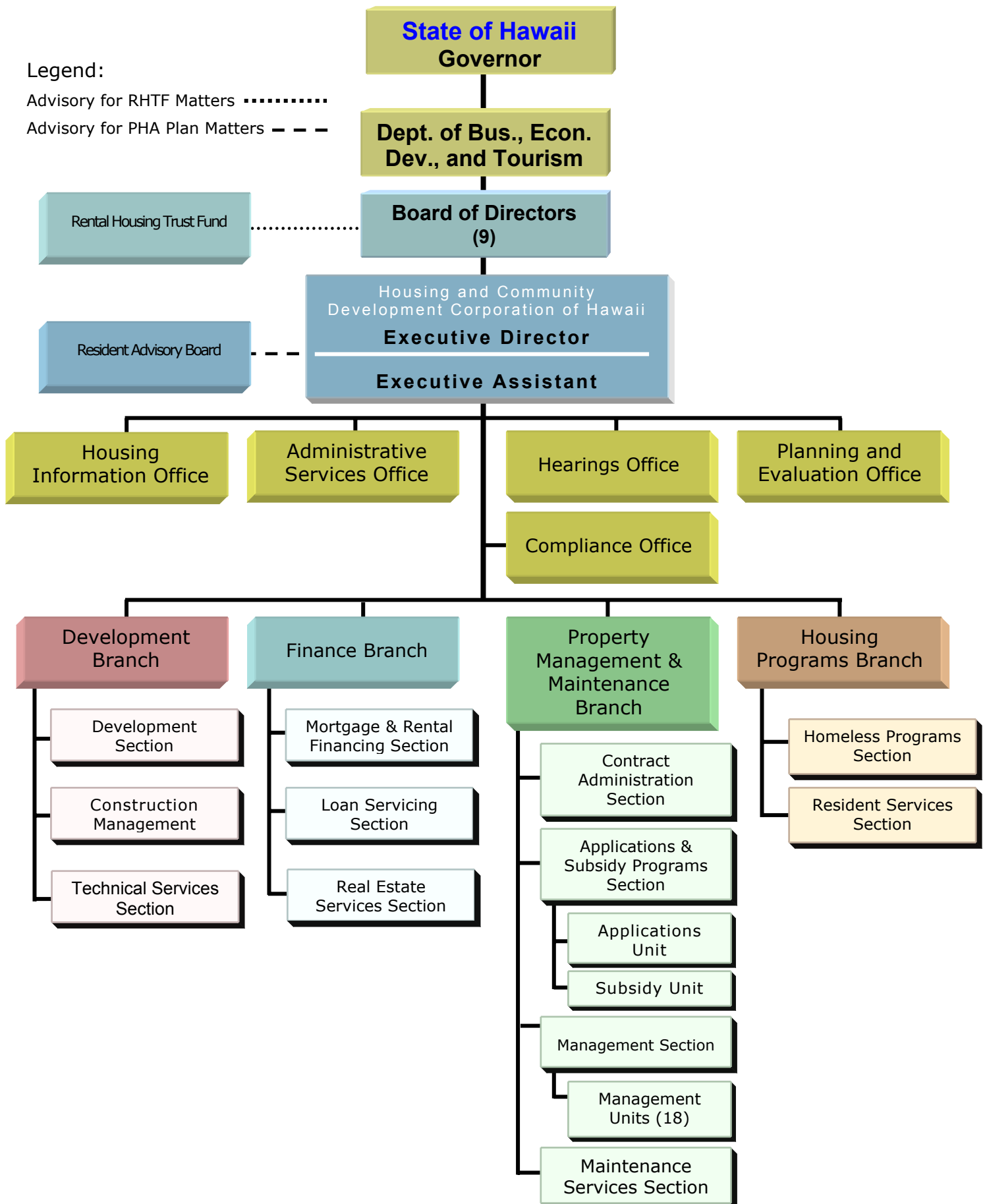


Housing and Community Development Corporation of Hawaii



The following is a brief description of the management structure and organization of the HCDCH:

The Housing and Community Development Corporation is governed by a nine member Board of Directors. The HCDCH is comprised of the Office of the Executive Director; five support offices (Housing Information, Administrative Services, Hearings, Planning and Evaluation, and Compliance) and four branches (Finance, Development, Property Management and Maintenance, and Housing Programs). The Rental Housing Trust Fund (RHTF) Advisory Commission is also attached to the HCDCH.

The following are brief summaries of Board of Directors, Executive Director, each office, and branch:

Board of Directors:

- Establishes policies and executive direction for the Corporation.
- Approves programs and actions taken by the Corporation.
- Approves for adoption and/or revision administrative rules and procedures for the various programs of the Corporation.

Executive Director:

- Serves as the focal point for the execution of the statutory provisions relating to housing management services, housing development, and the delivery of housing and housing services to the State of Hawaii.
- Provides for the overall administration and management of all functions and activities related to the day-to-day operations of the Corporation.
- Implements programs to meet Corporation-wide goals and objectives in consonance with applicable plans and guidelines.
- Provides central coordination to integrate delivery and staff support services to promote achievement of the HCDCH goals and objectives.
- Serves as the focal point for program and personnel evaluation and program and personnel development.

Housing Information Office:

- Provides for public relations functions.
- Serves as an intake for inquiries and complaints, and assists branches and offices with advocacy efforts.
- Develops cost-effective communication tools such as printed products, audio/visual materials, special events and presentations, public service announcements, and consumer services.

Administrative Services Office:

- Provides fiscal, budgeting, purchasing, central files, personnel, and computer systems services in support of the Corporation's programs.
- Maintains an inventory of all real property owned or controlled by the Corporation.
- Provides financial and fund analysis, maintains organizational charts and functional statements, and coordinates audit services.

Hearings Office:

- Represents the Corporation at all eviction hearings at the hearing board level and on appeals.
- Conducts hearings to resolve disputes between residents and the Corporation.
- Assists and advises the Executive Director and other staff on rules and regulations relating to hearings and evictions.

Planning and Evaluation Office:

- Provides housing research and needs assessments and overall planning support functions.
- Serves as the focal point for the development of housing strategies for the long and short-range/functional plans.
- Evaluates the implementation of the Corporation's objectives and policies.
- Assists in the development of housing studies and reports.
- Develops legislative proposals and reports and administrative rule-making procedures and coordinates and assists in the development and revisions of the rules and bylaws, as necessary.

Compliance Office:

- Provides oversight to ensure that programs and activities operate according to federal and state requirements, corporate policies, and fair housing laws and regulations.
- Investigates incidents of waste, fraud and abuse, and, if necessary, imposes enforcement action.
- Performs annual and special reviews of the Corporation's programs to ensure uniform application and implementation of rules, policies, and procedures.
- Coordinates training on Management Assessment directives.
- Reviews and coordinates the Corporation's safety program compliance with Occupational Safety and Health Standards and Hawaii Occupational Safety and Health requirements.

Finance Branch:

- Provides for the overall administration of the various housing financing programs of the HCDCH and RHTF to include:
- Allocates low income tax credits.
- Issues tax-exempt bonds to finance the construction and/or acquisition of rental housing projects.
- Allocates RHTF resources.
- Coordinates the Hula Mae program for first-time homebuyers.
- Provides various real estate services such as homeownership counseling and buybacks.
- Administers the implementation of land programs, including but not limited to land reform and lease rent renegotiations.
- Assists in administering special loan programs established by the State Legislature.

Development Branch:

- Provides for the overall administration of the various development, re-development, and rehabilitation or modernization programs.
- Performs detailed planning of selected housing sites and master planning of larger parcels of land including but not limited to infrastructure development, and community redevelopment.

- Provides developer assistance, construction management, and technical support services to increase housing opportunities for low and moderate income households, elderly persons, and special needs groups.
- Coordinates and conducts periodic physical needs assessments of existing facilities, develops short and long-range plans for the modernization, capital improvement and extraordinary repairs and maintenance of the facilities.
- Provides architectural and engineering support for the Corporation's new projects, modernization, repair, and maintenance of existing rental projects.

Property Management and Maintenance Branch:

- Provides for the management and maintenance for assigned federal and state low income public housing, teacher housing, homeless facilities, vacant land, equipment, and various other rental and subsidy programs.
- Develops and establishes management and maintenance plans to reflect the Corporation's goals.
- Assesses the adequacy and effectiveness of the management, maintenance, and residents programs and makes necessary adjustments to meet the needs of the residents.
- Coordinates application functions for public housing and rent subsidy programs administered by the Corporation.
- Develops counseling programs for residents on matters such as financial management and budgeting, basic housekeeping, communicating effectively and other matters, which may be considered desirable or necessary.
- Plans, processes, and coordinates property management services agreements between the Corporation and the service providing agencies as required supporting lease/rental policies.
- Administers various assigned project-based rental subsidy programs for privately owned rental developments.

Housing Programs Branch:

- Serves as the focal point for the needs assessment, development, grant application, and administration of supportive service programs and grants for residents in the Corporation's rental housing projects and homeless programs.
- Manages contracts and administers supportive service programs targeting the attainment of safe and secure housing environments for low income, homeless, and special needs persons and families, as well as the opportunity for economic independence and self-sufficiency.
- Develops, coordinates, and assists in the planning and conducting of resident and homeless program workshops, training sessions, and development activities.